



**BERHAMPUR UNIVERSITY**  
**BHANJA BIHAR-760007**

No. 3053 /Vehicles/BU/2023

Date.20.04.2023

**ADDENDUM TO QUOTATION CALL NOTICE**

The word **petrol** mentioned in the Quotation Call Notice No.3013 Dtd.20.04.2023 may be read as **Diesel/Petrol**. Rest of the content of the Notice shall remain unaltered.

  
20.04.2023  
Registrar

**Berhampur University**

Memo No. 3054 <sup>(5)</sup> /Vehicles/BU/2023

Date.20.04.2023

Copy to the

1. Comptroller of Finance, Berhampur University for information
2. Secretary to the Vice-Chancellor for kind appraisal of the Vice-Chancellor;
3. Officer-in-Charge, Vehicles, Berhampur University for information and necessary action;
4. The Web Administrator, Berhampur University for publication in the University website.
5. Office Notice Board.

  
20.04.2023  
Registrar

**Berhampur University**



**BERHAMPUR UNIVERSITY  
BHANJA BIHAR-760007**

No. 3013 /Vehicles/BU/2023

Date.20.04.2023

**QUOTATION CALL NOTICE**

Sealed Quotation are invited from interested service providers for providing 2 (Two) numbers of AC petrol light motor vehicle (Preferably Bolero/Bolero Neo) along with driver on monthly basis for official use of Berhampur University. The last date of receipt of quotation through Regd. Post / Speed Post / Courier is Dt.26-04-2023 up to 5.00 pm. The quotation received after closing date and time shall not be considered. The application form of quotation containing general information and the detail term and conditions may be obtained from the University website www.buodisha.edu.in. The Registrar Berhampur University reserves the rights to accept / reject / cancel any or all the quotation in full or part at any stage of process without assigning any reason thereof. The accepted quotations shall be opened on 28-04-2023 at 4:00 pm in presence of service provider or their authorized representative in the office of the Registrar, Berhampur University. All legal disputes if any relating to this process are subject to jurisdiction in the courts of law situated at Berhampur, Ganjam, Odisha only.

Memo No. 3014 (15) /Vehicles/BU/2023

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20.04.2023  
Registrar  
Berhampur University  
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Berhampur University  
REGISTRAR  
BERHAMPUR UNIVERSITY

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the selected service provider at the time of providing the vehicle

1. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contact carriage permit, prove of up-to-date tax payment etc. which are mandatory for paying of vehicle.
2. GST registration is compulsory for any service provider to provide the vehicle to Government Office.
3. The driver of the vehicle must have a valid driving license for Light Transport passenger and should be sufficiently experienced in driving transport passenger vehicle. It shall be the responsibility of the service provider to provide a driver with well behaviour, gentle, sociable and obedient. The salary of the driver shall be borne by the service provider.
4. In case of breakdown for whatsoever may be the reasons replacement of a Vehicle of the same or better model shall be provided by the service provider.
5. In case of the Vehicle do not report regularly the authority will be at liberty to cancel the agreement at any given point of time and may engage Vehicle from other source.
6. The Vehicles shall report for duty for a minimum 26 days in a month
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded by the service provider.
8. The hire charges do not include fuel cost which is to be paid separately based on the actual consumption of fuel and lubricants as per existing government norms.
9. All the expenditure of the vehicles towards repair/replacement of spare parts etc. will be borne by the service provider.
10. If the service is not satisfactory or if the service provider intends to withdraw the vehicle, in either case the agreement can be terminated with one month notice.
11. After completion of the tender process, the successful service provider has to sign an agreement;
12. The envelope with super-scribing "QUOTATION FOR HIRING OF VEHICLE" containing the quotation be submitted along with the copies of the following Documents duly signed by the service provider and must be addressed to the Registrar, Berhampur University.
  - a) Valid commercial registration certificate
  - b) I.D. Proof and driving license of the driver (Aadhar Card)
  - c) Up to date road tax payment receipt
  - d) Vehicle insurance and fitness certificate
  - e) Duly filled in general information sheet of the service provider/vehicle and driver;
15. The other terms and conditions will be followed strictly as per the existing FDOM No. 34085/F dt 29.09.2021, 27037/F and 30464/F date 06.09.2019 and subsequent instructions issued by the finance department, Govt. of Odisha from time to time.

*[Handwritten Signature]*

*[Handwritten Signature]*  
REGISTRAR  
BERHAMPUR UNIVERSITY



